

14 April 1983

REFERENCES

MEMORANDUM FOR: Deputy Director for Administration

FROM: James N. Glerum
Director of Personnel

SUBJECT: FY 1985 Standard Support Requirements

Harry:

1. On 11 April 1983 your representative, [] provided OP with an explanation of the OP resources contained in the FY 1985 Standard Support Requirements (SSR) budgetary submission. He explained that through the process of assigning DDA and OP resources for each one of the Directorate initiatives, OP wound up with a total of [] positions and [] to cover the proposed Agency increase of [] positions. He also explained that the DDA SSR contained no recruitment factor, which would be applied later at the discretion of the Comptroller. Further, it was noted that the factor of \$30 per new employee for achievement awards was left out because it could be best justified in the OP budget. Finally, [] indicated that the DDA offices and OP would not be defending their portion of the SSR in the initial O/COMP review. After this initial review at the DDA level, the DDA offices and OP would be directly involved in adjustments and further reviews.

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2. Although I do understand the difficulty of attempting to allocate supportive resources in bits and pieces according to numerous initiative *basic* packages, I must protest a final result which provides only 75% of the resources OP requires to provide the necessary services for the FY 1985 initiatives. The size and disposition of the [] Agency position increase in FY 1985 would require [] additional OP positions and [] according to the formulas we provided to you for basic OP services. Thus, OP seems to have been reduced by about 25% in the area of our uncontested service resources requirements.

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3. I also understand that the size of the employee increase in the FY 1985 budget may not remain fixed at the numbers contained in the initiative packages. However, I feel most uncomfortable in ignoring the [] positions and [] that will be required in additional OP resources if the budget is approved as compiled. Despite an assurance that the recruitment resources will be included later, as needed, by O/COMP, I would feel much more comfortable if they were included in the SSR from the very beginning.

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4. The achievement awards factor of \$30 per new employee does not seem to be a great deal of money. However, the total of [] for the entire FY 1985 increase is a sizeable amount for OP to reprogram out of its budget to cover an increase in achievement awards.

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5. If at all possible, it is requested that the OP resources contained in the SSR be increased to the level initially justified in our earlier factor submission. Although it is not currently planned that any of the DDA offices or OP will participate in the initial review of the DDA SSR with the Comptroller, you should be aware that OP would be very willing to defend the entire amount we require to support the FY 1985 initiatives, not to mention the lowered amount that has been included in the SSR at this point.

[]

James N. Glerum

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